

Gila Bublick

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SUMMARY

Organized and dynamic Operations and Project Manager, experience managing cross-functional logistical needs for executive leaders. Expert in optimizing processes, data management, clear communication, and building relationships with members of leadership and other key stakeholders. Strong multi-tasker with a proactive and enthusiastic approach. Always maintaining 100% confidentiality with sensitive information, financial data, and records.

PROFESSIONAL EXPERIENCE

Executive Assistant to VP of J.P. Morgan Payments

J.P. Morgan | 2023 – 2024

- Managed complex calendars for leaders in a fast paced and dynamic environment, arrange travel plans, adjust and prioritize last-minute changes including logistics such as conference rooms, events, and catering, etc.
- Provided general team support such as time keeping, training tracking, and assist in ad hoc projects as needed.
- Maintained confidential data, enforce internal controls, and comply with policies and procedures.
- Submitted expense reports for VP and team, working closely with finance department.
- Summarized day-to-day, provide action items, and follow up with different stakeholders.

Executive Assistant to CEO & HRBP

BrainQ Technologies | 2021 – 2022

- Coordinated all travel arrangements, scheduling, and logistics for high-priority meetings and events.
- Served as the main point of contact for all C levels and VPs, providing personalized support for administrative needs including managing decks, leading investor communications, and project management.
- Worked closely with the HRBP to review CVs, conduct screening calls, and streamline the recruitment process.
- Built and implemented new employee training and onboarding programs.
- Budget, plan, and execute company events and employee welfare projects.

Executive Assistant to the Director of International Affairs

City of David Foundation | 2017 – 2021

- Served as the “right-hand” of the Director of International Affairs, liaising with Senior US Government Officials, military delegates, and international political figures.
- Adapted to shifting priorities while overseeing all aspects of complex global travel arrangements, managing multiple calendars, and resolving schedule conflicts.
- Managed Salesforce CRM for **350+ contacts** tracking and maintaining relationships, meeting summaries, and action items.
- Utilized Priority ERP for vendor management and purchasing, working with over **200 vendors regularly**.
- Led operations and execution of **100+ VIP events for** international diplomats visiting the City of David for high level dinners and tours. Including budgeting, design, catering, logistics and security coordination.
- Saved the organization **more than 50k per year** by streamlining budget and supplier costs by negotiating with vendors.

VOLUNTEERING & NATIONAL SERVICE

Founder & Community Manager | Fertility Support Community: Israel | March 2021 – present

Companionship for Holocaust Survivors | Matav Project - Now is the Time | 2020 – present

Assistant to Director | Leket Israel | 2009 - 2010 (National Service)

Community Counselor | Ginot Halr Community Center | 2008-2018 (National Service)

SKILLS

Languages

English (Mother
Tongue)

Hebrew(Fluent)

Technology

Salesforce
Priority ERP
HubSpot
Microsoft Office Suite
Google Suite
Concur